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Security Information

Memorandum for the Record

30 December 1952

Assistant Chief, IR/OCD

Handling of European Microfilm

1. A full discussion of IR handling of microfilms received from European sources was had at a conference today. Present were Messrs. [REDACTED]

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2. Data of IR interest will be incorporated into IR files by placing an ICF Card in the respective consolidation stating briefly the character of the data and referencing the reel. To accomplish this, it will be necessary to review all microfilms.

3. Accession lists will continue to be issued so that interested offices may be apprised of material available in IR;

Responsibilities of the work were determined as follows:

- a. Support Branch: Accounting for microfilm reels. Maintenance of communication with overseas source. Furnish assistance in preparation of accession lists.
- b. N-Sov IV: Provide analytical staff for review of microfilms. Mark microfilms to be re-produced in entirety. Prepare ICF reference cards covering worthy industrial data where reproduction of entire reel appears unwarranted.
- c. Index Branch: Maintain custody of microfilms and readers for use of visiting analysts. Prepare accession lists to inform analysts of interested offices.

4. To accomplish the additional reviewing required, two additional Intelligence Officer - GS-7 positions will be assigned to N-Sov IV - effective 1 January 1953.

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